

Surrey Heath Borough Council
Employment Committee
26 January 2023

Expenses Policy

Strategic Director/Head of Service	Sally Kipping - Head of HR, Performance and Communications
Report Author:	Julie Simmonds – HR Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with details of the Expenses Policy which we have adopted within Surrey Heath Borough Council.

Recommendation

The Employment Committee is advised to RESOLVE that the revised Expenses Policy, as set out at Annex A to this report, be adopted.

1. Background and Supporting Information

- 1.1 This policy continues to evolve as we continue to review and monitor the processing of expenses for staff ensuring HMRC guidelines are adhered to.

2. Reasons for Recommendation

- 2.1 To ensure that employees are correctly reimbursed for valid business expenses whist on Council business.

3. Proposal and Alternative Options

- 3.1 Adoption of this Expenses Policy.

4. Contribution to the Council's Five Year Strategy

- 4.1 No matters arising.

5. Resource Implications

- 5.1 No matters arising.

6. Section 151 Officer Comments:

6.1 This Expenses Policy was reviewed by CMT including S151 Officer for comment which have been noted in the policy.

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 This Expenses Policy was reviewed by CMT including the Monitoring Officer for comment which have been noted in the policy.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 No matters arising.

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 No matters arising.

Community Engagement

9.4 No matters arising.

Annexes

Annex A – revised Expenses Policy